

STATE WORKFORCE INVESTMENT BOARD EXECUTIVE COMMITTEE

April 20, 2007

DRAFT MINUTES

Committee Members Present by Phone: Dan Miles, Chair; Marty Copps, Vice Chair; Mike Grove; Robbe Lindsay; and Mike O'Neill.

Committee Members Present in Person: Dave Crum, Keith Kelly, and Arlene Parisot.

Committee Members Absent: Evan Barrett, Georgia Gibbs-Atkinson, and Lane Larson.

Staff: Leisa Smith and Chris Wilhelm

Guests: Pam Watson, Kathy Yankoff, Connie Kinsey, and Gary Wright.

Welcome and Introductions

Chairman Dan Miles called the meeting to order at 12:05 P.M., welcomed members and guests, and thanked them for their time. Chris Wilhelm took roll call, advised the committee had attained a quorum, and addressed housekeeping items. Chairman Miles stated the committee would relax Roberts Rules of Order to allow more fluid discussion and the limited timeline. He reminded committee members and members of the public to identify themselves when speaking for the accuracy of the minutes.

Approval of Agenda

Mike Grove moved to approve the agenda as presented. Dave Crum seconded the motion, which carried unanimously.

Approval of Meeting Minutes

Arlene Parisot moved to approve the March 27, 2007 minutes as presented. Keith Kelly seconded the motion, which carried unanimously.

State Plan

Chairman Miles asked Leisa Smith to outline the changes made by the Executive Committee at the March 27th meeting, and any public comment. Ms. Smith gave a brief overview of the changes and identified their location within the State Plan. Staff has merged the individual sections of the State Plan into one document, formatted it, checked it for spelling and grammar issues, added page numbering, removed all reference to local boards, and incorporated the State Plan Modification and addendums into the body.

Section I

Section I.A. On page 4, the reference to *F.L.I.E.R.S.* was changed to *Fliers*, per public comment.

No changes were requested from the Executive Committee.

Section II

Section II.2. On page 13, The information regarding the BEAR program was expanded.

Section III

Section III.A.2. On page 14, the Office of the Commissioner of Higher Education's (OCHE's) SWIB appointment was clarified.

Section III.A.2. On page 14 and throughout the document, reference to *community colleges* was changed to *2-year colleges*.

Section IV

Section IV.D. On page 30, clarifying language was added to indicate the Health Care Workforce Advisory Council provides guidance only to the Board of Regents.

Section V

Section V.E. On page 37, language was added to include the Community-Based Job Training Grants and proposed workforce training and equipment legislation.

Section V.E. On page 38, language was added to clarify who "Montana" is when referencing work to establish quicker course and curriculum development and approval through the Colleges of Technology and 2-year colleges.

Section VI

Section VI.C. On page 44, language was added to outline linkage between the SWIB and Vocational Rehabilitation Advisory Council.

Section VII

No changes.

Section VIII

Section III.H.3. Page 59 includes language changing *Post-Secondary Vocational Education* to *Career and Technical Education*.

Ms. Parisot clarified the title should be *Post-Secondary Career and Technical Education*. Staff will revise the State Plan to reflect this change.

Section IX

Section IX.D.6. Page 81 includes language to clarify an incomplete sentence.

Section IX.H. Page 89 incorporates language to include partnerships with faith-based community organizations and some examples provided via public comment.

Section X

No changes.

Section XI

No changes.

Attachments

No changes.

Chairman Miles requested page numbers be added to the table of contents before the State Plan be sent to the US Department of Labor. Mike O'Neill, Mr. Crum, Mr. Kelly, and Chairman Miles all expressed their appreciation to SWIB staff, WIA Staff, and Executive Committee members for their work on this project. Mr. Crum requested utilizing track changes on future documents reviewed by committees.

Mr. Grove moved to accept the State Plan, as amended, for submission to the US Department of Labor. Mr. Kelly seconded the motion, which carried unanimously.

Other Business

Request for Proposal (RFP) Status

Chairman Miles asked for an update of the RFP process. Pam Watson shared that the RFPs were let through the Department of Administration (DOA) Procurement Office and assigned a contracts officer. The deadline for submission for the last RFP was March 30, 2007. All proposals were reviewed by the Procurement Officer to assure completeness, those meeting DOA completion requirements were submitted to the evaluation teams. Ms. Smith went over the evaluation teams for each RFP. The Dislocated Worker proposal was reviewed on April 10th, the Youth on April 13th, and the Adult on April 17th. The evaluation teams reviewed the proposals prior to the meetings, then at the meetings compiled consensus scores for each proposal.

The scoring sheets and evaluator comments were sent to the DOA for review, at which time final scores for all potential operators will be provided to the Department of Labor & Industry (DLI). A spreadsheet will be provided to board members at the May 4th SWIB meeting. The spreadsheet will include Montana Association of Counties (MACo) district, offeror name, score, and any relevant comments from the evaluators. For any MACo districts that have competing offerors, WIA Unit Staff will include options and recommendations with justification for board members. The SWIB will take action to select offerors to contract with the DLI. Letters will be sent to the selected grantees requesting licensing and bonding information. Upon receipt of the requested information, the WIA Unit will negotiate contracts, which will be in place by July 1, 2007.

Mr. Kelly requested all successful service providers be brought together in Great Falls for a technical assistance and training session (TAT). The tentative date is June 21. Gary Wright advised the training would address common measures, reporting, etc.

Mr. Crum asked how the evaluation team members were identified. Ms. Smith explained there were three teams, one for each WIA Program RFP. Members with RFP or WIA experience were selected from a list of individuals utilized for the Displaced Homemaker

RFP, members from other state agencies, members from the community, and members of the Youth Council. DOA and DLI screened each evaluation team member for potential conflict of interest and neutrality. Ms. Smith advised many evaluation team members had a copy paper-sized box of proposals to review. Ms. Watson stated members were professionals who had a lot to read, consensus scoring drives a lot of discussion, great questions were asked, and WIA Unit Staff were present to provide technical assistance and answer questions from the evaluation teams. Chairman Miles, on behalf of the SWIB, expressed his appreciation of the evaluation team members for volunteering their time and expertise, and requested they be sent Thank You cards.

Ms. Parisot requested clarification of the terms RFP, contract, and grant. Ms. Watson clarified federal funding is received for WIA services. The State requests proposals for contracts to provide services. It is similar to grant processes, but is for a contract. She advised specific language from a successful offeror's proposal would be used in that offeror's contract.

Chairman Miles asked if the SWIB had statutory responsibility for the contracts. Ms. Watson stated the SWIB's only responsibilities were to select service providers, and approve funding allocations for the Concentrated Employment Program (CEP) and Balance of State (BOS) areas. She advised the USDOL had recently notified states of their funding levels. The WIA Unit will utilize these levels to prepare WIA provider formulas for presentation to the SWIB for approval. The WIA Unit will then use the approved formulas to negotiate contracts with the successful RFP applicants. Ms. Watson added offerors who submitted joint proposals identified in their proposal the funding split between the joint entities.

Keith Kelly stated Montana had seen a decrease in funding. Montana saw a 10% decrease in Adult funding, 10.38% decrease in Dislocated Worker funding, and 7.5% decrease in Youth funding.

Mr. Kelly also wanted the Executive Committee to be aware that there was only one RFP submitted for the Dislocated Worker Program; Montana Job Service Operations Bureau (JSOB). JSOB met minimum criteria, and stated their intent is to subcontract with Project Challenge: Work Again (PCWA). He stated DLI is fully aware of JSOB's intent to sub contract with PCWA, and supports their decision. PCWA did not submit a proposal.

Mr. Crum asked if PCWA had resolved their disallowed costs. Mr. Wright advised \$48,000 in disallowed costs had been reimbursed to the State; \$97,000 in questioned costs had been determined to have been spent on participants and deemed as "questionable" but not required to be paid back; \$37,000 in questioned costs were pending a criminal investigation by the Department of Justice Criminal Investigations Bureau. The final questioned costs deal with a particular PCWA program operations employee, not PCWA administration. This employee is no longer working for PCWA. Mr. Kelly stated PCWA has new leaders in place who are working to resolve inherited issues. DLI is working to mend frayed relations by focusing on the positive and moving forward. He wanted the Executive Committee to be aware of some of the issues that may come up in the RFP discussions at the SWIB meeting.

Ms. Parisot advised legislation is pending that will allocate general fund monies for new program development at OCHE. The RFP was let April 19, 2007. She stated Jane Baker, ad-hoc Apprenticeship Advisory Committee member, is knowledgeable about this issue.

Adjournment

With no further business, the meeting was adjourned at 1:00 P.M.

Dan Miles, Chairman

Date

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